



Totem Yacht Club

Frequently Asked Questions about Rentals

253-759-9062 | totemyachtclub@gmail.com

5045 N. Highland, Tacoma, WA 98407

Effective 11/20/2024

What are the rental rates?

- Mon - Thurs for 4 hours between 8 am – 10 pm is \$300.
- Mon – Thurs for 8 hours between 8 am – 10 pm is \$500.
- Fri, Sat, Sun, and Holidays is \$1,100 for the day (8 am – 12 am)
- Early access the day before for Fri, Sat, Sun, and Holidays is \$100 but can only be confirmed 2 weeks before the event date.
- Clean-up access the day after for Fri, Sat, Sun, and Holidays is \$100 but can only be confirmed 2 weeks before the event date.
- The entire weekend (Fri-Sat-Sun) can be confirmed for \$1,800. This allows setup the day before and clean-up the day after. In Totem’s experience, this is strongly recommended for events where a significant amount of alcohol, such as weddings and quinceaneras.

Is there a security deposit?

- There is a \$500 security deposit for all rentals, regardless of the day of the week or timing. It is refundable if there is no damage, and the clubhouse is properly cleaned.

How big is the space?

- The square footage of the meeting/event area is 1800 sq. feet.
- Our maximum capacity is 120 people.

How many tables do you have and what size are they?

- 10 round tables, 60 inches in diameter (each easily seats 8, but can seat 10).
- 3 rectangular tables, 30 inches wide x 8 feet long.
- At least 4 rectangular tables, 30 inches wide x 6 feet long.
- 2 round tables, 48 inches in diameter.

Is there a stage, sound system, and Wi-Fi?

- Carpeted stage, 8’ x 18’ (3 sections, each 8’ deep and 6’ wide).
- Connect to our sound system via Bluetooth.
- We do have Wi-Fi. Info about the network name and password are posted on the refrigerator.

What about parking?

- Lots of on-site parking.

Can I bring in my own food or do I have to use your caterer?

- We have a full kitchen. You are welcome to bring in your own food or caterer. We don’t have a preferred caterer but can refer you to some.

What about alcohol?

- You can bring in your own alcohol. Please see the State Liquor Control Board's rules <https://lcb.wa.gov/licensing/banquet-permits>. Totem's understanding as of Nov. 2021 is that a banquet permit is not required if there is no business purpose for the event and the event would normally be held in your private home but is so large that a separate facility is needed to accommodate it. Totem cannot give legal advice on this issue so we encourage you to check the State site for updates.
- If you decide you need a banquet permit, please have it on-site during your event. You do not need to provide Totem a copy but do need to have it if the Alcohol Police make an appearance.

How early can I get in for my event?

- We can meet you as early as 8 am to check in.

What are the cleaning requirements?

- Depending on the size of the party, the amount of alcohol, and the number of people helping with clean up, plan on 1 – 2 hours.
- We will provide a detailed list when you check in.
- At the end of your event, please spread the tables throughout the room (away from the walls) with chairs stacked 8 high by each table.
- Do not fold tables and lean against the wall or stack chairs against the walls as it damages the paint, to be repaired at the renter's expense.
- Cleaning supplies, such as sponges, paper towels, anti-bacterial wipes, sprays, and trash bags are under the kitchen sink.
- Cleaning equipment, such as brooms, dust pans, mops, scrubbers, and vacuum are in the closet across from the restrooms.
- For trash, use trash bags provided by Totem. Put the kitchen-size white bags in the large black bags. First, fill the green "Ruston" bins, then the bins in the blue plywood box. If trash doesn't fit in these bins, the Renter must remove the excess or forfeit the security deposit.

Do I need insurance?

- Yes. The renter's insurance agent is the best source for this. Ask to add Totem Yacht Club as an "additional insured" for the day of the event. Alternatively, Totem YC has accepted insurance secured through [EventHelper.com](https://www.eventhelper.com), [Eventsured](https://www.eventsured.com), or [ProtectMyWedding](https://www.protectmywedding.com) (Totem YC does not endorse either service, just sharing that they have been successful for previous renters).
- Totem Yacht Club (5045 N Highland, Tacoma, WA 98407) must be listed as the certificate holder and/or additional insured.
- Minimum limits are:
 - Each occurrence \$1,000,000
 - Damage to premise \$100,000
 - Medical expenses \$5,000
 - Personal injury \$1,000,000
 - General aggregate \$2,000,000
 - Deductible \$1,000 maximum

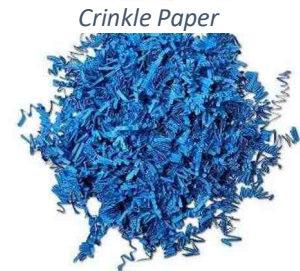
- If the option is offered, include “Host Liquor Liability” if you are providing or guests are bringing alcohol.
- Email proof of insurance to totemyachtclub@gmail.com.

When can I visit the clubhouse to see it in person?

- Please call 253.759.9062 to schedule a visit.

It’s a party! We are planning on confetti.

- No glitter or confetti of any type is permitted on Totem YC property – inside and outside. This includes but is not limited to shiny mylar confetti that is about the size of a quarter.
- Crinkle paper such as this pictured is allowable as it’s big enough to sweep or vacuum.
- The full security deposit will be forfeited if there is evidence of any glitter or confetti.
- During the walk-through when the Renter receives the key to Totem YC, the Renter should raise concerns about confetti from previous rentals.



Is there AC?

- We do not have air conditioning. We do have ceiling fans.

What do I need to confirm my rental?

- The \$500 security deposit and signed rental agreement are required to confirm your rental reservation.
- The rental fee is due 45 days before the rental.
- Proof of liability insurance is due 2 weeks before the event.
- The security deposit is refundable if there is no damage, and the clubhouse is properly cleaned.

Now that I’ve confirmed my rental, what happens next?

- Our team leader will be in touch with you about when the rental fee is due and the liability insurance.
- At least 2 weeks before your event, we’ll connect to confirm what time you want to meet for the keys to check-in.

What’s the best way to get the rental fee to you?

- You can mail a check or money order to us at 5045 N Highland St., Tacoma, WA 98407 or drop it in our mail slot (to the left of the double red doors under the canopy).
- If paying by cash, call 253.759.9062 to arrange a time to meet.
- Or send thru Zelle to totemyachtclub@gmail.com and in the comments/notes, enter your name and the date of your rental.

What happens on the day of my rental?

- One of our team members will meet you at the agreed time. We’ll need your attention (or your designee’s) for about 10 minutes to show you where the light switches are, supplies, and cleaning equipment.

How will I get my security deposit back?

- Presuming there is no damage, and the clubhouse is properly cleaned, Totem's treasurer will mail it to you within a week of your event. If you prefer to receive your refund via Zelle, let us know if it's connected to your phone number or email.

What should I do if I have more questions?

- Either call or text us at 253.759.9062 or email totemyachtclub@gmail.com.

Cancellations

- To cancel a reservation, Renter must notify Totem YC by calling 253.759.9062.
- If the Renter cancels 46 or more days before the event date, the security deposit is forfeited but the rental fee will be refunded.
- For cancellations 45 days or less before the event, the rental fee is forfeited but the security deposit will be refunded.
- If the event must be canceled or rescheduled within 30 days of the event due to government- issued restrictions related to COVID-19 (city, county, or state) the rental fee will be refunded. The security deposit will be held by Totem YC for up to 12 months from the original event date, to be applied against a rescheduled event occurring within the next 12 months, after which it will be forfeited.